

1 July 1985

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MEMORANDUM FOR:

STAT

FROM:

STAT

SUBJECT:

Director, Foreign Broadcast Information Service

Chief, Administrative Staff/FBIS

Request for Maternity Leave

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Your approval is requested for [redacted] to take 31 days Leave Without Pay. [redacted] plans to begin maternity leave on 26 July 1985. Her annual leave and sick leave balances at that time will be 51 and 38 hours respectively. Her LWOP status will start on 13 August and last until the completion of her maternity leave on 8 October 1985. I recommend approval of her request. Her memorandum is attached.

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✓
D/FBIS

3 JUL 1985
Date

1 attachment
as stated

Date 6-18-85

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

VIA: ~~Chief,~~ _____ Branch
~~Chief,~~ IPRS _____ Division
Chief, Production Group _____ Staff/Group
Chief, Personnel & Training Branch

FROM: Employee's Name _____
Employee Number _____

SUBJECT: Request for Leave for Maternity Purposes

1. Approval is requested for maternity leave for the undersigned as follows:

Last Workday: JULY 26, 1985

Leave Balances as of: June 8, 1985

Annual Leave: 37 Sick Leave: 24

Number of Hours Sick Leave to be used: _____
(during incapacitation Period only)

Number of Hours Annual Leave to be used: _____

Number of LWOP Hours requested: ~~352~~ 352 approx.

2. I plan to:

a. Return to work on: October 8, 1985

b. Resign from the Agency on: _____

3. A statement from my physician is attached certifying to my pregnancy, the period of incapacitation, and the expected date of my delivery.

(name and signature)

Attachment:
Physician's statement

SUBJECT: Request for Leave for Maternity Purposes

Approved:

Director, Foreign Broadcast Information Service

Date

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